Core-CT Modernization

Overview of Time Entry

UCONN

Timesheet Navigation

Navigation Reminder: Time entry options are accessed from the Time tile on the Employee Self Service homepage.

Enter Time

Enter Time is recommended for those completing their timesheet on a desktop or laptop. This option most closely resembles the current timesheet.
Enter Time is not supported on mobile devices.

Enter Time: Page Details

On each time entry option (Enter Time, Report Time and Weekly Time) job information is displayed. This is to assist employees with multiple jobs in selecting the correct timesheet.

Enter Time: Page Details

The calendar and arrow icons can be used to view prior or future pay periods. *Time should not be submitted more than one pay period in the future.*

Time Entry is defaulted to view by period (biweekly pay period). This is the recommended view. However, there are certain situations where viewing by week would be appropriate.

Scheduled hours are displayed for employees with a defined schedule or are zero for those without. Reported hours are updated once the timesheet is submitted. **Hours must be submitted to ensure proper payment.**

Enter Time: Time Entry

The timesheet is defaulted with regular hours for those employees with a schedule. Additional entries can be made by selecting the "+" to add a row to enter hours and the appropriate time reporting code.

The magnifying glass icon located on the Time Reporting Code and Override Reason Code may be used to look up available values for each field.

Employees must select "Submit" to send reported hours for approval.
Hours must be submitted to ensure timely and accurate payment!

Look Up Guide

When using the Look Up feature, users must expand the Search Criteria section to enter criteria.

Select Show Operators to enable more search options. This replaces the current advanced search.

Enter Time: Time Details

Shifts may be entered by selecting Time Details icon. Changes are saved by selecting Done.

Actions options are available on each day. It links to Time Summary, Payable Time and Add/View Comments.

Comments

Select the Comment icon to open the Time Reporting Comments page. Please note, comments cannot be deleted and should not contain sensitive or confidential information.

Enter Time: Timesheet Legend

The Legend provides a key to the icons and colors on the timesheet.

Holidays are indicated by a yellow day.

Leave/Comp Time

Sick Plan Type **Sick** Recorded Balance **91.75**	**Vacation** Plan Type **Vacation** Recorded Balance **397.50**	**Personal** Plan Type **Personal** Recorded Balance **0.00**	**HAUTOEXPN** Plan Type **Comp Time** Recorded Balance **21.00** As of Date **02/19/2024**	**SPUCN000N** Plan Type **Comp Time** Recorded Balance **1574.00** As of Date **07/01/2023**

Available balances are no longer displayed on the timesheet. The balances can be found under the Leave/Comp Time tile.

Users may view plan details by clicking on each Leave/Comp Time type.

New Functionality: Point in time balances are displayed by pay period.

Leave Balance

	Vacation Balance
	397.50

Leave Balance Details

Accrual Date	Earned	Taken	Balance
02/22/2024	0.00	5.00	397.50
02/08/2024	0.00	2.00	402.50
02/01/2024	12.25	0.00	404.50
01/25/2024	0.00	0.00	392.25
01/11/2024	0.00	7.00	392.25

Important Reminders

- Core-CT is available from 4 a.m. to 8 p.m. daily except for non-payweek Thursdays, when it is unavailable.

- Always sign in to Core-CT through https://ess.uconn.edu/

- Timesheet submission & approval deadlines can be found at Time & Labor Home | Payroll Department

- Time entered on Sunday will not be available to approve until Tuesday as Time Administration does not run on Sunday.

- Time submitted on Wednesday before pay confirm will not be processed for approval until the following pay period.